



Muscogee (Creek) Nation
Human Resource Management Services

Employee Requisition

PO BOX 580
OKMULGEE, OK 74447
Telephone (918) 732-7827
Toll-Free (800) 482-1979
Fax (918) 756-2284

Submitted Date 06/07/2016	Employee Requisition Number	JOB OPPORTUNITY	
Title/Position: ADMINISTRATOR			
Pay Grade MG 9	Salary Range \$64,854-84,593	Classification Management	
Department: SECRETARY OF EDUCATION/TRAINING	Location: Eufaula	Location Code: 100	FT/PT 1-Full Time

COMPLETED EMPLOYMENT APPLICATION IS REQUIRED.
MUSCOGEE (CREEK) AND INDIAN PREFERENCE.

General Summary:	The Administrator provides overall administration of the Eufaula Dormitory and coordinates the planning, organizing and reporting on the administrative functions relating to finance, developing procurement & accounting policies and procedures and coordination of the annual audit and reporting requirements; preparation of the annual budget of the Eufaula Dormitory and the necessary coordination with the specialized programs under the jurisdiction of the program.
Principal Duties and Responsibilities:	<ol style="list-style-type: none">1. Provides overall administration of the Muscogee (Creek) Nation Eufaula Dormitory and its students and employees.2. Responsible for assuring an adequate development program for students first through twelfth grade.3. Develop and maintain a program to promote a good relationship between the school and community.4. Along with staff, parents and Native American leaders, develops programs, policies, standards and continually analyzes the program and revises or recommends revision of policies, methods and procedures to tribal leaders.5. Advisor to students and their families who are from socially and economically deprived backgrounds.6. Meets with public school officials and parents to discuss educational and social problems of the students.7. Conducts staff meetings to explain and/or develop policies and procedures and to evaluate the progress made toward the accomplishment of school objectives.8. Be responsible for conducting fair evaluation assessment reports on staff and students for submission to administrator.9. Prepares all documents such as purchase requisitions, purchase orders, property invoices and prepares receiving reports with proper accounting data.10. Reviews weekly/monthly operating printouts to insure that the program is within budget limitations.11. Verify, allocate and post details of business transactions, such as funds received and disbursed, and totals accounts to ledgers or computer



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	<p>spreadsheets and databases.</p> <p>12. Prepare budget plans and narratives, budgets and financial reports as required under grant conditions and assurances.</p> <p>13. Coordinate the procurement and payment of all outstanding debts.</p> <p>14. Track and report on funds available and spending throughout the fiscal year.</p> <p>15. Audits invoices against purchase orders, researches discrepancies, approves and processes for payment.</p> <p>16. Maintain accountability in audit, finance and budget administration.</p> <p>17. Maintain positive communication with tribal administration, federal and state agencies, and local public school district.</p> <p>18. Promote a positive and safe atmosphere that makes all residents and staff feel comfortable and to establish an administrator, staff and student relationship conducive to learning and residential living.</p> <p>19. Enforce all rules of the dormitory as listed in the CFR 25 & Student and Parent Handbook.</p> <p>20. On call 24 hours a day/7 days a week</p>
Minimum Requirements:	Bachelor's Degree in Education field with two (2) years' experience in Residential Living Program environment
Preferred Requirements:	Master's Degree in Education field with five (5) years' experience in Residential Living Program environment. Experienced in Bureau of Indian Education and Bureau of Indian Affairs regulations and policies. Possess Principal Certification (K-12) and/or Superintendent Certification through state education department.
Valid Oklahoma Driver's License required?	Yes
Please list any additional licenses required:	

Competencies:

Customer Service:	Responds promptly to customer needs.
Interpersonal Skills:	Maintains confidentiality; Keeps emotions under control.
Oral Communication:	Speaks clearly and persuasively in positive or negative situations; Participates in meetings.
Written Communication:	Writes clearly and informatively; Able to read and interpret written information.
Teamwork:	Balances team and individual responsibilities.
Visionary Leadership:	Inspires respect and trust.
Ethics:	Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
Organizational Support:	Follows policies and procedures; Supports organization's goals and values.
Quality:	Demonstrates accuracy and thoroughness.
Quantity:	Completes work in timely manner.



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- Safety and Security:** Observes safety and security procedures.
- Attendance/Punctuality:** Is consistently at work and on time; Ensures work responsibilities are covered when absent;
Arrives at meetings and appointments on time.
- Dependability:** Follows instructions, responds to management direction.

Physical Demands:

While performing the duties of this Job, the employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move:

☒ Up to 50 lbs. ☐ Up to 100 lbs. ☐ Over 100 lbs.

☐ Physical Exam Required

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

While performing the duties of this Job, the employee is regularly exposed:

- | | | |
|--|---|---|
| <input type="checkbox"/> Fumes or airborne particles | <input type="checkbox"/> Outside weather conditions | <input type="checkbox"/> Toxic or caustic chemicals |
| <input type="checkbox"/> Risk of electrical shock | <input type="checkbox"/> Vibration | <input type="checkbox"/> Loud Noise |

Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Public Relations:

Important attributes of any employee of the Muscogee Nation, along with the official performance of duties, are personal appearance and public relations. Each employee is expected to make every effort to be well-informed about the institution, pleasant, courteous and cooperative, and to act in a manner to command respect of co-workers and all other personnel. An optimistic attitude, patience and tolerance will help each employee in nearly all situations at the institution.